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OFFICE OF REPORTS AND ESTIMATES

OPERATING PROCEDURE NO._____

25 March 1949

SUBJECT   : Presentation Staff, ORE

REFERENCES : CIA Administrative Instruction, No. 50-11, 20 May 1948
              CIA Administrative Instruction, No. 50-11/1, 17 December 1949

1. As the ORE component having staff responsibilities for the oral and visual presentation of intelligence, the Presentation Staff will:

a. Ascertain, through established channels, the availability for exploitation of selected United States governmental officials returning from overseas duty.

b. Determine, after appropriate consultation, whether such exploitation shall be conducted as a formal presentation or informal interrogation.

c. Make all necessary arrangements for such exploitation, including:

(1) Date, time and place of meeting.

(2) Notification of meeting to all components of CIA and the IAC agencies possessing an interest in the official to be exploited.

(3) The designation, after appropriate consultation of the presiding officer.

(4) Compilation of attendance lists in regard to size and security clearance.

(5) Notification to the branch or office of primary interest of persons to attend.

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(6) Escort and security briefing for the individual to be exploited.

(7) The secretarial or machine recording and transcription of such meeting within the limits of personnel and equipment available.

(8) The custody of such transcriptions.

d. Ascertain, through established channels, the availability for the briefing, by CIA components, of selected United States government officials departing for overseas duty. Such services as described in paragraph c, above, will be provided when deemed applicable.

TABLE OF ORGANIZATION

Chief	GS-13	(Chief of both the Presentation and Graphics functions.)
Program Officer	GS-12	Full-time
Shorthand Reporter	GS-8	About 70% of time.
Clerk	GS-4	About 60% of time.